

## **The Office of Congressman Tom Kean, Jr.**

### **Letter of Recommendation Guidelines**

The following student \_\_\_\_\_ is currently applying for a Service Academy Nomination from Congressman Tom Kean, Jr. The applicant is required to submit letters of recommendation from individuals who know the applicant well and can speak directly to their ability to meet the rigorous demands of an academy education and the service commitment required of an academy graduate.

The nomination process is very selective and your personal letter will be reviewed and considered as an integral component of the applicant's entire nomination packet by Congressman Kean's Academy Review Board.

Please follow these guidelines in preparing and submitting a letter of recommendation:

Letter can be of any length or format but must be typed

Letter should identify how long you have known the applicant and in what capacity

Bear original (ink) signature

Provide your contact information for verification purposes

Emailed to [NJ07Academy@mail.house.gov](mailto:NJ07Academy@mail.house.gov) with **Applicant Last Name and Recommendation in Subject line**

Thank you for your support of the applicant. If you have any questions or if the letter of recommendation can only be mailed, please contact Renee Trabert at [renee.trabert@mail.house.gov](mailto:renee.trabert@mail.house.gov) or call 908-547-3307.